

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS



VETERANS HOME OF CALIFORNIA – CHULA VISTA

OPEN/SPOT – CHULA VISTA (San Diego County)

PSYCHIATRIC SOCIAL WORKER (HEALTH FACILITY)

SALARY RANGE: \$3,321.00 - \$4,139.00  
(PLUS \$600.00 PER MONTH RECRUITMENT & RETENTION PAY ALLOWANCE)

HOW TO APPLY: The testing office accepts applications, form 678, continuously and will notify and test applicants as needed.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Personnel Management Division  
1227 “O” Street, Room 105  
Sacramento, CA 95814  
ATTN: CHULA VISTA

CONTINUOUS FILING

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

EXAMINATION ELIGIBILITY LIMIT: The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS:

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.) [Individuals who do not qualify for licensure by the California Board of Behavioral Science Examiners may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. Individuals granted an additional one-year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.]

AND

Education: Completion of a master’s degree program from an accredited school of social work, approved by the Council on Social Work Education, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.

SPECIAL PERSONAL CHARACTERISTICS: An objective and sympathetic understanding of the mentally, developmentally, or physically disabled; willingness to work at night, and at irregular hours; tolerance; tact; and emotional stability.

**POSITION DESCRIPTION:** Psychiatric Social Worker (Health Facility), under general direction, does responsible psychiatric social work with and on behalf of mentally, physically or developmentally disabled persons and their relatives and does other related work.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

**EXAMINATION INFORMATION:** This examination will consist of an evaluation of each candidate’s experience and education only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**SCOPE:** In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:
1. Principles, procedures, techniques, trends, and literature of social work with particular reference to psychiatric social work.

2. Social aspects of mental, developmental, and physical disabilities.

3. Principles of mental health education.

4. Community organization principles.

5. Scope and activities of public and private health and welfare agencies.

6. Characteristics of mental, developmental, and physical disabilities.

7. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields.
- B. Ability to:
1. Utilize and apply effectively the required technical knowledge.

2. Establish and maintain the confidence and cooperation of persons contacted in the work.

3. Secure accurate social data and record such data systematically.

4. Prepare clear, accurate, and concise reports.

5. Find homes for and place and supervise family-care patients.

6. Analyze situations accurately and take effective action.

7. Communicate effectively.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home, Chula Vista.

**Veterans Preference Credit** will not be granted in this exam.

GENERAL INFORMATION

It is the **candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Personnel Management Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)service wide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Veterans Preference credit will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in this examination. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS.** When credit is granted it is as follows: 10 points for veterans and widows of veterans: 15 points for disabled veterans. Directions for applying for veteran’s preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.